

# CITY OF CARLSBAD

## PUBLIC WORKS SUPERVISOR

- \*Wastewater Collections
- \*Construction Maintenance  
&  
Meter Services
- \*Storm Drain Maintenance

\*Annual Salary:  
\$59,300—\$81,300



OPEN UNTIL FILLED  
FIRST APPLICATION REVIEW:  
DECEMBER 5, 2007



## THE CARLSBAD COMMUNITY

The City of Carlsbad, California is a unique and growing community of 42 square miles, located on seven miles of beachfront, 30 miles to the north of San Diego. Balancing economic prosperity with preservation of the environment has been a top priority of city leaders for nearly 20 years. Carlsbad is also recognized for its progressive and stable city government. The City's current population is expected to grow from 98,000 to 127,800 at build out. The City of Carlsbad was recently named as one of San Diego's best workplaces by San Diego magazine.



## THE DEPARTMENT

The Department of Public Works has a total staff of approximately 200 full-time and 15 part time employees and is comprised of General Services, Engineering, Maintenance and Operations Divisions, Public Works Administration and Environmental Programs.



City of Carlsbad  
A great place to make  
a living. And a life.



## SELECTION PROCEDURE

Applications will be screened to determine applications best qualified, base on relate experience and education. Those considered most qualified will be invited to continue in the selection process.

The selection process may consist of an examination and/or an evaluation of an applicant's qualifications and competence.

**After the employment offer is extended, a medical examination will be conducted by a City physician.**

If you are interested in this outstanding opportunity, please submit your application materials to:

City of Carlsbad  
Human Resources  
1635 Faraday Avenue,  
Carlsbad, CA 92008

Phone (760) 602-2440  
Fax (760) 602-8554

Apply online at:  
[www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)



The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice.



## THE POSITIONS

**Public Works Supervisor - We currently have 3 open positions within our Maintenance and Operations department. These are at-will management positions.**

### WASTEWATER COLLECTIONS SUPERVISOR

Supervise the efficient operation and maintenance of the sewer collections system. The incumbent will provide supervision to field crews, perform preparation and administration of public works contracts as necessary for operation. The position is classified as a management level position.

The incumbent is responsible for establishing priorities for work crews performing sewer system cleaning, maintenance and repairs, adjustment of manholes to grade, CCTV of the sewer collection system, access hole inspection, and implementing methods and practices to reduce FOG.

#### EXAMPLES OF DUTIES:

- Ensures the adherence of safe work methods and safety practices by field maintenance personnel.
- Coordinates field services maintenance activities with other City departments, divisions and sections and with outside agencies.
- Maintain written and computerized records of work performed and materials used; record as-built drawings of modifications; prepare a variety of written records and reports related to the work.
- Direct and assign work to crews, including training and evaluating work; monitoring work in progress and necessary modifications as appropriate. Coordinates coverage for emergency calls, stand by, weekend and holidays.

Position requires the equivalent to the completion of the 12<sup>th</sup> grade and supplemented by course work or specialized training in construction, civil engineering and construction related subjects and four years of increasingly responsible work in the assigned area, including two years in a lead or supervisory capacity. Possession of, or the ability to obtain a state of California driver's license. **CWEA Collections Grade III and DHS Water Distribution Grade III are also preferred.**

### CONSTRUCTION MAINTENANCE & METER SERVICES SUPERVISOR

This position will supervise the service program involving the installation, maintenance, repair, replacement and reading of water utility meters as well the construction maintenance, repair and installation of water distribution systems and related structures.

The incumbent will provide supervision to field crews, perform preparation and administration of public works contracts as necessary for operation. Responsible to investigate and respond to customer complaints: and to do related work as assigned.

#### EXAMPLES OF DUTIES

- Develop and implement efficient and effective procedures for meter reading and construction maintenance work and projects.
- Review and resolve complex customer complaints.
- Ensure inspection of completed work activities, and adherence of safe work methods and safety practices by field maintenance personnel.
- Direct and assign work to crews, including training and evaluating work; monitoring work in progress and necessary modifications as appropriate. Coordinates coverage for emergency calls, stand by, weekends and holidays.
- Coordinate field services maintenance activities with other City departments, divisions and sections and with outside agencies.
- Maintain written and computerized records of work performed and materials used; record as-built drawings of modifications; prepare a variety of written records and reports related to the work.

Position requires an equivalent to the completion of the 12<sup>th</sup> grade and supplemented by course work or specialized training in construction, civil engineering and construction related subjects, and four years of increasingly responsible work in the assigned area including two years in a lead or supervisory capacity. Possession of, or the ability to obtain a state of California driver's license. **DHS Water Distribution Grade III is also required.**

### STORM DRAIN MAINTENANCE SUPERVISOR

Supervise, plan, organize and review the programs and activities of the Storm Drain Maintenance Program (SDMP) and personnel.

This position will manage contracts, oversee complaint response; recordkeeping; perform plan review and checking and supervise staff in the performance of storm drain maintenance duties. The Storm Drain Maintenance Supervisor will assist and support the Fire Department in storm event monitoring. The primary function of this position is to support the City's compliance with its National Pollutant Discharge Elimination System (NPDES) permit.

#### EXAMPLES OF DUTIES

- Respond and assist in accidents and spills, hazardous and non-hazardous that threaten to effect the City's storm water conveyance system.
- Ensure proper disposal of all waste materials removed from storm drain system and containment if testing is required; contact with appropriate vendors and/or agencies.
- Maintenance and operation of the City's vector equipment.
- Perform maintenance and operation of the City's drainage system and properly dispose of collected materials in contained areas for sample testing.
- Respond to and complete storm water related service requests.

Position requires an equivalent to the completion of the 12<sup>th</sup> grade and supplemented by course work or specialized training in construction, civil engineering and construction related subjects and four years of increasingly responsible work in the assigned area including two years in a lead or supervisory capacity. Possession of, or the ability to obtain a state of California driver's license.